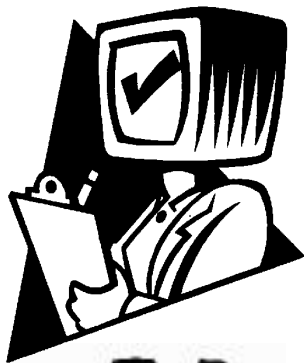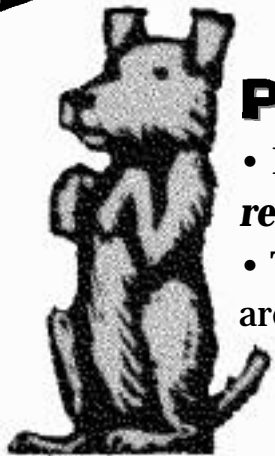# QA REQUIREMENTS TO REMEMBER
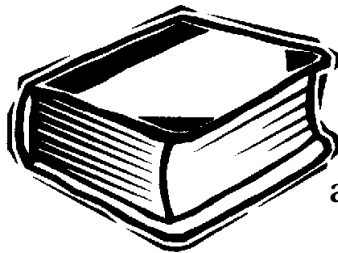
DOCUMENT REVIEW
- The Project Manager assigns reviewers.
- *Notify the QA Office* of reviewers so that they are trained.

PERSONNEL TRAINING
- Notify the QA Office of *any new employee* or *reassigned LBNL* personnel.
- The *PI is responsible* for ensuring personnel are trained to the appropriate QA procedures.

SCIENTIFIC NOTEBOOK
- *Every person* entering information in a scientific notebook *must be trained* to the appropriate QA procedures.

PROCUREMENT
- Send copies of *any procurements* to the Project Manager and the QA Manager to ensure that proper procedures are followed.
- Certain procurements should follow the YMP-LBNL-QIP 4.0, 4.1 and 4.2; ask the QA office.
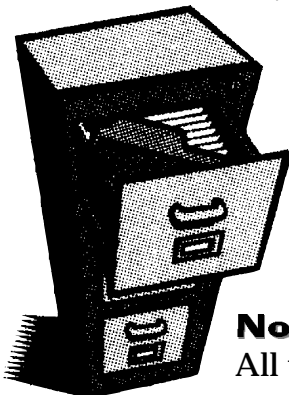
RECORDS
- Submit records package *with a cover sheet* to the LBNL-Records Processing Center.

Note
All the necessary forms may be obtained from the QA office.